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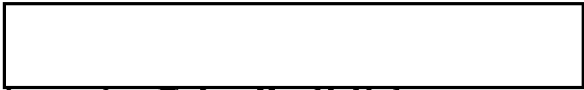
29 MAY 1975

MEMORANDUM FOR: Director of Personnel

SUBJECT : Secretarial Opportunities

1. This may be one man's opinion, but I am rapidly coming to the conclusion that a large segment of our secretaries anticipate or hope for an upgrading of secretarial positions to achieve professional status. It is not the case of secretaries changing professions and advancing in a different career, but rather advancing grade-wise but remaining a secretary.

2. I would appreciate your assessment of this opinion, and if it is widespread, consider at what point in time during the hiring process or orientation of new secretaries should we ensure the secretaries appreciate and understand the limitations as far as grade advancement is concerned, that the secretarial field offers. To prove my point, attached are some critiques recently proffered as a result of my presentation to the Office Management Course.

  
John N. McMahon  
Associate Deputy Director  
for  
Administration

Att

Select Comments from Critiques of

"An Executive's Viewpoint of a Professional Secretary's Role"

A pleasure to have Mr. McMahon with us. He was very personable and relaxed. However, if a secretary is going to basically compose a memorandum more credit should be given to her title and grade-wise. Interviews along with examination of file to fill a slot would be more fair.

Feel it is important to have a senior official at a conference, i.e., Mr. Blake, Mr. McMahon, however, would appreciate more facts, figures re: status of secretary, admin. assistant, and her career in the Agency.

I liked John's (Mr. McMahon) informal presentation, but frankly, it left me very dejected.

This presentation left me absolutely cold and very angry. There were obvious fallacies and I felt that the speaker just put all of us women "in our place." I felt it was definitely demeaning and one of the most depressing lectures I have ever attended. The speaker continually referred to professional secretaries, but in no sense do secretaries have professional status--nor ever will have, according to this speaker.

I enjoyed John McMahon's view of a secretary, but he didn't seem to give much hope for any changes. His presentation was straight forward and to the point.

Although this session did not apply in particular to me, I felt that the presentation was too lightly addressed and the answers too general. If I'd had any aspirations of being an "Executive Secretary" before Mr. McMahon's speech, I certainly would not be overly stimulated in pursuing that position now.

As far as Mr. McMahon's comments are concerned, they could not have been more depressing. For the junior grade professional woman who expects to remain in the Agency as a career there is little to depend on for upward mobility besides luck according to Mr. McMahon's remarks.

I felt here that the answers were old cliches, work hard, do everything you can to please your boss and if you happen to be in the right place at the right time you might get recognition.

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This speaker confirmed what every secretary thinks-- there is no immediate plan to up-grade the secretarial field. Also, that the administrators feel the secretary should be satisfied with that situation or leave the field.

I really don't know what I think about this session yet. My impression was that Mr. McMahon really didn't care. "This is the way it is--it should be better--we are working on it--you have to do your part--and that's it!" I think that's how he feels.